



**Ravenna City Council  
Regular Meeting Minutes  
Monday April 5, 2021 at 7:00 pm**

**The Regular Council Meeting was held via Zoom and was live streamed via YouTube:**  
<https://www.youtube.com/watch?v=fc5UmjovY8Y>

**The Regular Council Meeting was called to order at 7:00 P.M. April 5, 2021 by Council President, Andrew Kluge**

**Moment of Meditation & Silence**

President Kluge called a moment of meditation and silence.

**Pledge to Flag**

President Kluge then led those in attendance in the Pledge of Allegiance.

**Roll Call**

The following Council Members were present: Council President Andrew Kluge, Amy Michael, Paul Moskun, Christina West, Matt Harper, Cheryl Wood, Rob Karis, and Tim Calfee.

Also in attendance were Mayor Frank Seman; Law Director, Frank Cimino; Police Chief, Jeff Wallis; City Engineer, Bob Finney; Service Director, Kay Dubinsky, Finance Director, Brian Huff and Council Clerk; Chelsea Gregor

**Approval of the Minutes:**

- Motion to approve the March 1, 2021 Regular Council meeting and March 22, 2021 Special Council meeting minutes by Ms. Wood, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**

**Communications-** A letter from the Ohio Division of Liquor Control regarding the issuance of a permit for 161 N. Chestnut St. Mr. Cimino will be researching who the entity requesting the permit is since the establishment has been closed.

**Delegations from the Public- None**

**Report of Officials:** Council received the Report of Officials.

- Motion to approve the Report of Officials by Ms. Wood, 2<sup>nd</sup> by Ms. West- **All Ayes**

**Report of Committees: Committee meetings start @ 5:30 PM 4/12/2021**

**Utilities:** Mr. Moskun stated that there is nothing for next week.

**Information Systems (IS):** Ms. West stated that there will be at least one item for next week.

**Planning:** Mr. Kairis stated that there were seven items on the agenda for that evening and there will be a meeting on Monday.

**Committee of the Whole:** Mr. Kluge stated that the next Committee of the Whole meeting is Monday April 19, 2021 at 7:00 pm.

**Public Health & Safety:** Ms. Michael stated that there is one item on the agenda, and she assumed that there will be a Committee meeting.

**Streets & Sidewalks:** Mr. Harper stated that there is one item on the agenda and nothing yet for next week.

**Personnel:** Mr. Calfee stated that there was one item on the agenda and nothing for next week.

**Community & Economic Development:** Ms. Wood stated that there will be one item for next week.

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**Cemetery:** Mr. Harper stated that two of the part-timers have started back at the cemetery, one will not return, and the fourth part-timer will begin in approximately two weeks.

The Cemetery Board has revisited raises and stated that there is currently going to be an additional \$22,000 available that was not budgeted for the cemetery. They have decided to give full-timers a 2.5% raise and part-timers a set amount. He said that it will be about \$5,400 in raises for the year.

Mr. Moskun stated that there will be an auger purchase for the excavator which will cost \$3,300 from Coia Implements. He also stated that there will be a contract with Aqua Doc to treat the ponds at the cemetery for algae.

Mr. Harper stated that the fountains are currently down, and they are looking into fixing them.

**Parks & Recreation:** Mr. Calfee stated that the Marlene Watt 5K was held virtually. It had over 80 participants and sponsors, and the proceeds were approximately \$7,000 that will be used for student scholarships in the community.

The Parks and Recreation Dept. facilitated the first Portage County Youth Archery Tournament which had 17 participants and it was well received.

The Portage Girls Softball Association is disbanding and has donated \$10,000 to the Parks and Recreation Dept. for their support of the Girls Softball Program.

### **First Reading of Ordinances:**

**ORDINANCE NO. 2021-029** AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR THE 2021-2022 OHIO EMS GRANT FROM THE OHIO DEPARTMENT OF PUBLIC SAFETY, AND DECLARING AN EMERGENCY.

The grant had been discussed and there is no match. It is a \$50,000 grant for equipment.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2021-029 by Mr. Harper, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2021-029 was adopted.

**ORDINANCE NO. 2021-030** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH PERRIN ASPHALT FOR THE DIAMOND/MILL STREET RESURFACING PROJECT, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the resurfacing project had been discussed in detail at prior meetings.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2021-030 by Ms. Wood, 2<sup>nd</sup> Mr. Harper- **All Ayes**

Ordinance 2021-030 was adopted.

**ORDINANCE NO. 2021-031** AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, ACCORDING TO LAW, FOR THE HILLCREST, ZETA AND SPRUCE STREET WATER LINE PROJECT, ACCORDING TO SPECIFICATIONS NOW ON FILE IN THE MAYORS OFFICE AND DECLARING AN EMERGENCY.

The waterlines and hydrants will be replaced on Hillcrest, Zeta and Spruce Street.

Mr. Finney stated that it is an OPWC project, adding that roughly 50% of the project will be paid by the State, the City will have a \$50,000 loan and the rest of the project will be paid through the Water Fund.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2021-031 by Mr. Harper, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2021-031 was adopted.

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**ORDINANCE NO. 2021-032** AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR A PEOPLE FOR BIKES GRANT, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that the Parks and Recreation Department is looking into a 50% matching grant. The total is \$7,300 and the amount requested is \$3,650. The grant would be to provide a bike rack, repair station and a water fountain to fill bottles at Chestnut Hills Park.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2<sup>nd</sup> by Mr. Harper- **All Ayes**
- Motion to pass Ordinance No. 2021-032 by Mr. Calfee, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2021-032 was adopted.

**ORDINANCE NO. 2021-033** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A SPONSOR/SITE AGREEMENT WITH COMMUNITY ACTION COUNCIL TO PROVIDE MEALS AT THE PARKS AND RECREATION SUMMER DAY CAMP, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that it is an annual co-sponsored program by the CAC (Community Action Council) that provides food at City Park to minors and adults who are disabled.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2021-033 by Mr. Calfee, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2021-033 was adopted.

**ORDINANCE NO. 2021-034** AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT SECTIONS OF THE CODIFIED ORDINANCES; PROVIDING FOR THE ADOPTION OF NEW MATTER IN THE UPDATED AND REVISED CODIFIED ORDINANCES; PROVIDING FOR THE PUBLICATION OF SUCH NEW MATTER; REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH; AND DECLARING AN EMERGENCY.

Mr. Kairis stated it is an annual housekeeping item to approve the codified ordinance updates.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2021-034 by Ms. Wood, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2021-034 was adopted.

**ORDINANCE NO. 2021-035** AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART 14 – BUILDING AND HOUSING CODE – TITLE EIGHT – HOUSING AND PROPERTY MAINTENANCE CODE; CHAPTER 1472 – ADMINISTRATION, ENFORCEMENT AND PENALTY, AS DESCRIBED IN EXHIBIT “A”.

Mr. Kairis stated that the following two ordinances deal with updating the codified ordinances of Chapters 1472 and 1476. Mr. Finney has added language to address property inspection non-compliance. If a property owner or occupant does not consent to a proposed inspection, the City can then go to the Court of Competent Jurisdiction to be allowed to enter the property and conduct an inspection. A public hearing will be held June 7<sup>th</sup>, 2021 prior to the Council meeting.

**ORDINANCE NO. 2021-036** AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART 14 – BUILDING AND HOUSING CODE – TITLE EIGHT – HOUSING AND PROPERTY MAINTENANCE CODE; CHAPTER 1476 – HOUSING LICENSE REQUIREMENTS, AS DESCRIBED IN EXHIBIT “A”.

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Mr. Kairis stated that there was no additional comment. There will be a public hearing on June 7<sup>th</sup>, 2021 prior to the Council meeting.

**ORDINANCE NO. 2021-037** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH HEATHER RICHKOWSKI TO PERFORM HUMAN RESOURCE SERVICES, AND DECLARING AN EMERGENCY.

Mr. Calfee stated that it is the personal service contract for the HR job which is a one-year contract that rolls over automatically at the end of each year.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2021-037 by Mr. Kairis, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2021-037 was adopted.

**ORDINANCE NO. 2021-038** AN ORDINANCE APPROVING THE TRANSFERS AND ADVANCES FOR THE MONTH OF FEBRUARY 2021 LISTED ON EXHIBIT “A” ATTACHED HERETO, AND DECLARING AN EMERGENCY.

Mr. Huff stated that there is one advanced payback from last year on the Emergency Grant Fund and it will be paid back to the General Fund.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2<sup>nd</sup> by Mr. Harper- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2021-038 by Mr. Harper, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2021-038 was adopted.

**Second Reading of Ordinances:**

**ORDINANCE NO. 2021-021** AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART 12 – PLANNING AND ZONING CODE – TITLE SIX – ZONING; CHAPTER 1266 – DISTRICTS GENERALLY AND ZONING MAP, SECTION 1266.03 – ZONING MAP BY REZONING PROPERTIES LOCATED SOUTH OF MAIN STREET ALONG SYCAMORE STREET AND WEST ALONG NORTH SPRUCE STREET, AS DESCRIBED IN EXHIBIT “A”.

Mr. Kairis stated that the Immaculate Conception zoning will be changed from Central Business District to C1, Commercial. The property behind the church will change from I1, Industrial, to C1, Commercial. There will be a public hearing on May 3<sup>rd</sup> at 6:45pm.

**ORDINANCE NO. 2021-022** AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART 14 – BUILDING AND HOUSING CODE – TITLE SIX – MISCELLANEOUS BUILDING REGULATIONS; CHAPTER 1436 – FENCES, WALLS AND HEDGES, AS DESCRIBED IN EXHIBIT “A”.

Mr. Kairis stated that the ordinance has some changes that Mr. Finney has proposed regarding fencing, shrubbery and barbed wire fence guidelines. There will be a public hearing on May 3<sup>rd</sup> at 6:45pm.

**Third Reading of Ordinances: None**

**Old Business- None**

**New Business- None**

**President of Council Remarks-** Mr. Kluge stated that Council members and all City employees are able to receive the Covid-19 vaccine on Thursday at the Ravenna Elks Lodge. All other individuals 16 years of age and older are able to go to [gettheshot.coronavirus.ohio.gov](http://gettheshot.coronavirus.ohio.gov) to schedule their appointment.

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Mr. Kluge stated that there will be a meeting Tuesday morning April 6<sup>th</sup> with Bill Steiner to discuss the recycling rates. He stated that the goal for the City is to do its due diligence to find out what the options for recycling are and what other communities are doing.

Mr. Kluge stated that members of Council have been involved in volunteering with details of the Cemetery Board, recycling, and the Mental Health and Recovery Board. He wanted to emphasize that just because something has been done one way, it is possible to do it another way, adding that listening to others is just as important.

### **Council Member Remarks**

**Mr. Calfee-** No Comment

**Ms. West-** No Comment

**Mr. Moskun-** No Comment

**Mr. Harper-** No Comment

**Mr. Kairis-** Mr. Kairis stated that he registered for the annual Main Street conference on behalf of City Council for Main Street Ravenna.

**Ms. Wood-** Ms. Wood stated that she would like to thank Judy Watkins and the Parks and Recreation Department for their phenomenal job with the Easter Eggstravaganza at the City Park. She also commended them with the great job they have done over the past year with bringing new things for the community to do.

**Ms. Michael-** Ms. Michael agreed with Ms. Wood and stated the Easter Eggstravaganza was a great event. She also thanked the Police Department for being at the event, adding that the kids enjoyed seeing them.

**Mayor's Remarks-** Mayor Seman stated that he has not heard from the Governor about gathering guidelines as Memorial Day approaches.

The Mayor stated that he has been amazed at all the interest in the downtown area and inquires in the larger business areas. He said that the City had an important meeting with an international company interested in the area, adding that Mr. West has been working hard toward economic development. Mayor Seman stated that there is a demand for workers stating that employers in the area are hiring upwards to \$23 per hour.

The Mayor stated that the Easter egg hunt was a huge success and Terry Montz was the Easter bunny. He also wanted to congratulate Judy Watkins and her staff at the RAC for the job they did with the Marlene Watt race that raised \$7,000 for kids who may need financial assistance to partake in sport activities.

The Planning Commission met and there was a site plan presented for the convenience store on the corner of Lake and Rt. 44 for an addition.

The employees that were affected by covid are doing better and three out of the four are back to work at least part-time.

The city-wide Spring Clean-up will be in May. Wards 1 & 2 will be May 8<sup>th</sup>, Ward 3 will be May 15<sup>th</sup> and Ward 4 will be May 22<sup>nd</sup>. He stated that there is a list of items the residents should be aware of that they cannot put out for pick-up.

The primary election will take place on May 4<sup>th</sup>, 2021.

There being no further business, the meeting adjourned at 7:50 P.M.

- Motion to adjourn by Ms. Wood, 2<sup>nd</sup> Ms. Michael- **All Ayes**

The next Regular Council Meeting is scheduled for Monday May 3, 2021 at 7:00 P.M. with a Public Hearing being held prior at 6:45 PM.

**ATTEST:**

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Clerk of Council

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Council President